

## Children's Mental Health Waiver

## **Provider Transition Checklist**

Timely response to youth and family choice to change providers is required.

A meeting of the Family Care Team should be held to identify the division of tasks and responsibilities and the timelines for completion of these and other related transition work.

This checklist should be used in conjunction with the Provider Procedure for: Transition with change in Waiver Provider.

## **Family Care Coordinator**

V	Outgoing Transition Activities	Date
	Facilitate information sharing and communication between incoming	
	Family Care Coordinator and Family Care Team.	
	Convene meeting of Family Care Team to complete service plan	
	modification to reflect provider change.	
	<ul> <li>Identify time frame to complete transition activities with incoming Family Care Coordinator.</li> </ul>	
	<ul> <li>Submit completed plan modification to Waiver Program for</li> </ul>	
	processing.	
	Provide service utilization information to incoming Family Care	
	Coordinator (total units, units billed or to be billed, and remaining units).	
	Complete all required service functions, including monthly monitoring and	
	reporting requirements.	
	Copy and provide the following records and documentation to the	
	incoming Family Care Coordinator within the above established time	
	frame:	
	<ul> <li>Initial and all subsequent Quarterly Individual Service Plans</li> </ul>	
	<ul> <li>Monitoring and documentation information specific to identified</li> </ul>	
	components of the current ISP.	
	<ul> <li>All Family Care Coordinator Monthly Service Plan Reviews.</li> </ul>	
	<ul> <li>Incident Reports for previous three-month period.</li> </ul>	
	<ul> <li>Current psychotropic medication consents.</li> </ul>	
	Family Care Team meeting minutes for previous three-month	
	period  - Sawiga specific progress notes for provious three month period	
	<ul> <li>Service-specific progress notes for previous three-month period</li> <li>Close waiver record/file following applicable procedure requirements</li> </ul>	
	outlined in Section 11 of the Waiver Provider Procedure Manual.	
	Retain following established program procedures.	
<b>V</b>		Deta
V	Incoming Transition Activity	Date
	Coordinate with youth/family to identify official transition date.	
	Meet with outgoing Family Care Coordinator and Care Team to gather key	
	information relating to youth/family to be served – ask questions to	
	address need for clarification or concern.	
	Obtain information to be shared by outgoing Family Care Coordinator.	
	Obtain information specific to Family Care Coordination service units	
	remaining in the current ISP.	

## Family / Child Trainer

$\overline{\mathbf{V}}$	Outgoing	Date
	Transition Activity	
	Facilitate information sharing and communication between	
	incoming Family or Child Trainer and Family Care Team.	
	Provide service utilization information (total units, units billed or to	
	be billed, and remaining units) to incoming Family or Child Trainer.	
	Complete all required service functions, including monthly monitoring and	
	reporting requirements.	
	Copy and provide the following records and documentation to the	
	incoming Family or Child Trainer within established time frame as	
	determined by the Family Care Team:	
	<ul> <li>All provider specific treatment objectives and crisis plans (current and any completed/discontinued).</li> </ul>	
	<ul> <li>Corresponding data collection reports for current treatment</li> </ul>	
	objectives and crisis plans for previous three month period.	
	Close waiver record/file following applicable procedure requirements	
	outlined in Section 11 of the Waiver Provider Procedure Manual.	
	Retain following established program procedures.	
$\overline{\checkmark}$	Incoming	Date
	Transition Activity	
	Coordinate with youth/family to identify official transition date.	
	Meet with outgoing Family or Child Trainer and Care Team to gather key	
	information relating to youth/family to be served - ask questions to	
	address need for clarification or concern.	
	Obtain information to be shared by outgoing Family or Child trainer.	
	Obtain information specific to Family Training or Child Training service	
	units remaining in the current ISP.	